

MADERA COUNTY

CADASTRAL DRAFTING TECHNICIAN I CADASTRAL DRAFTING TECHNICIAN II

DEFINITION

Under supervision (Cadastral Drafting Technician I) or general supervision (Cadastral Drafting Technician II), to perform the skilled and difficult drafting work in preparing, maintaining, and updating maps, drawings, tracings, and title sheets for assessment purposes; to compute land areas and boundaries; to make field checks on property with conflicts in documentation; to assist the public with problems concerning land area and property locations; to analyze, evaluate, and assist in the maintenance of consistent mapping standards and systems for the County Assessor's Office; and to do related work as required.

SUPERVISION EXERCISED

Cadastral Drafting Technician I

Exercises no supervision.

Cadastral Drafting Technician II

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Cadastral Drafting Technician I--This is the entry level in the Cadastral Drafting Technician class series. Positions at this level are expected to perform skilled drafting work and most of the duties required of the positions at the Cadastral Drafting Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Cadastral Drafting Technician II— This is the full journey level in the Cadastral Drafting Technician class series. Positions at this level are distinguished from the Cadastral Drafting Technician I level by the performance of the full range of skilled drafting work with minimal guidance and supervision. Furthermore, an incumbent is expected to be fully capable of explaining mapping methods and provisions of the Revenue and Taxation Code pertaining to the mapping of real property. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Cadastral Drafting Technician II level are normally filled by advancement from the Cadastral Drafting Technician I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Cadastral Drafting Technician II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Designs, implements, coordinates, and assists with the maintenance of mapping, drawings, tracings, and title sheets for assessment purposes; assists Assessment Clerks with title transfers; applies current assessment law to assessment maps; occasionally performs highly specialized and complex delineation work; meets with the public to explain the use of standard assessment maps and parcel systems; interprets legal descriptions of property, metes and bounds, easements, and right-of-ways; makes mathematical calculations, computing land acreage and area; plots land descriptions to accurate scale in the revision, correction, maintenance and updating of assessment office maps and plats; splits parcels and adjusts lot lines as required by recorded parcel maps, records of survey, and subdivision maps; files recorded maps and maintains property cross-indexing records; verifies locations and descriptions of property by field checks if necessary; operates drafting equipment, map printing machine, and other equipment; maintains files of maps, charts, and related materials; draws charts and forms when necessary; calculates land descriptions for mapping purposes; performs title searches; maintains records of updated maps for other agencies; maps and records changes in tax area boundaries; performs separations on recently split properties so that correct tax billing will be done; redraws out-of-scale Assessor's maps using descriptions from deeds, parcel maps, survey records, and other sources; provides assistance on questions concerning property descriptions, locations, documents, and land areas to the public and other staff; prepares legal descriptions for the sale of delinquent properties; reestablishes and combines subdivision lot lines upon owner's request; prepares and reviews a variety of maps for the State Board of Equalization and the Local Agency Formation Commission; reviews legal descriptions for the Local Agency Formation Commission; performs a variety of office support assignments for the County Assessor's Office; may provide training to other staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Cadastral Drafting Technician I

Knowledge of:

Nomenclature, symbols, methods, and practices used in property descriptions, mapping, and drafting work.

Modern office practices, methods, and computer equipment.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn the basic practices and procedures of assessment work.

Learn the operations and policies of the County Assessor's Office.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those related to property description, title records, and changes of ownership.

Prepare, update, and interpret maps, drawings, charts, plans, and property descriptions.

Research title information.

Use drafting instruments and mapping aids with skill and accuracy.

Make accurate mathematical calculations in the computation of land areas and boundaries.

Prepare and maintain records and reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience performing skilled drafting work or completion of specialized training in drafting and some work experience with property descriptions.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in civil engineering, drafting, and mathematics.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Cadastral Drafting Technician II

In addition to the qualifications for a Cadastral Drafting Technician I:

Knowledge of:

Operations and policies of the County Assessor's Office.

Basic practices and procedures of assessment work.

Pertinent Federal, State, and local laws, codes, and regulations related to property description, title records, and changes of ownership.

Ability to:

Perform the more complex cadastral drafting assignments independently.

Accurately compute land areas and boundaries.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years experience performing skilled drafting and property description work comparable to that of a Cadastral Drafting Technician I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in civil engineering, drafting, and mathematics.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995